

**WINCHESTER TREE COMMISSION**  
**MINUTES**  
**January 28, 2010**

The regularly scheduled monthly meeting of the Winchester Tree Commission was held on Thursday, January 28, 2010 at 4:00 p.m. in the Conference Room of the Administration Building at City Yards.

Mr. Farris, Chair, called the meeting to order.

Mr. Roulston made a motion to approve the November minutes; seconded by Ms. Stickley, motion was approved.

Mr. Farris made a recommendation to approve the November special meeting minutes.

Mr. Farris made a motion to accept the December special meeting minutes as amended, changing sites 28 and 29 on the planting list to Japanese Zelkovas; seconded by Ms. Christen, motion was approved.

**Members present:** Mr. Patrick Farris, Ms. Mary Stickley, Mr. T'ai Roulston, Ms. Chris Scully and Ms. Kate Christen.

**Members absent:** Ms. Allison Major

**Staff present:** Clint Cantrell, Tim Stern, Jim O'Connor, Tom Hoy and Kelly Feltner.

**New Business:**

**1) Nominations for and Election of Chair and Vice Chair:**

Mr. Roulston made a motion to nominate Mr. Farris for Chair and Ms. Major for Vice Chair, seconded by Ms. Scully; motion was approved.

**2) Construction of Tree Commission meeting and business protocol:**

Mr. Farris stated that he is keeping this on the agenda until there is time to address it. Mr. Farris stated that the construction of protocol will make the Tree Commission more transparent and he would like to formalize how business is done. Mr. Farris stated that city staff has assembled protocol from other municipalities as well as the Natural Resources Advisory Board and when there is time the Tree Commission will schedule a retreat to construct a protocol.

### **3) Discussion of Tree Removal/Trimming requests:**

#### **346 Sheridan Avenue**

Mr. Farris made a motion to approve removal of the Sweet Gum tree located at 346 Sheridan Avenue; seconded by Ms. Scully, motion was approved.

#### **946 Kinzel Drive**

Mr. Farris made a motion to approve removal of the Sweet Gum tree located at 946 Kinzel Drive; seconded by Mr. Roulston, motion was approved.

#### **N.W. Corner of Amherst Street and N. Braddock Street**

Ms. Stickley made a motion to table the tree located at the N.W. Corner of Amherst Street and N. Braddock Street until the next meeting; seconded by Mr. Farris, motion was approved.

#### **100 Fox Drive**

Mr. Farris made a motion to deny removal of the tree located at 100 Fox Drive; seconded by Ms. Stickley, motion was approved.

#### **Beside 559 Smithfield Avenue on Liberty Avenue**

Mr. Roulston made a motion to deny removal of the tree located beside of 559 Smithfield Avenue on Liberty Avenue; seconded by Ms. Scully, motion was approved.

### **4) 2010 Rotation of Zones for Commission Members:**

Mr. Farris stated that he would like to move each Tree Commission member up one number to the next zone. He stated that he will email each member to remind them which zone they will be covering. Mr. Farris stated that per the City Code, the Tree Commission should submit recommendations for tree plantings to the City Manager. Mr. Farris asked that before the February meeting the members need to become aware of where there is a need for plantings so that members can make their recommendations and once approved they can become motions. Mr. Farris stated that the recommendations can then be passed on to the City Manager.

**5) Set Theme for 2010 Arbor Day Essay Contest:**

Mr. Farris asked if any member had suggestions for a theme. Ms. Christen stated that it is a year for biodiversity. Mr. Roulston stated that it would be a good idea if the theme is biodiversity in the city. Mr. Farris stated that it might be better to describe the subject by saying, "Why different kinds of trees are important to the city." Mr. Farris asked Tim Stern if he could help with the wording of the theme. Mr. Farris stated that once a title is chosen he will email it to each member and once it is agreed on it can be issued to the schools. Mr. Farris asked if any member would like to help him grade the essays. Ms. Scully agreed to help.

**Old Business:**

**1) Set date for Special Meeting of the Commission along the Cameron Street section of the City's current Infrastructure Improvement Project:**

The members agreed to hold the special meeting at 9:00a.m. on Sunday, January 31, 2010 beginning at the intersection of Cameron and Gerrard Streets.

**Comments from City Staff:**

- 1) Tim Stern passed out drafts of the tree tags for trees that are up for review. Tim stated that the city has been awarded two stimulus grants through the Virginia Department of Forestry for tree plantings and potentially hazardous tree removals. Tim stated that the tree removal grant is for \$10,400.00 and the tree planting grant is for \$16,100.00. Tim stated that if the grants go through, the tree removal list will be up to date. Mr. Farris thanked Tim for his work on the grants. Tim stated that the planting grant won't take care of all of the needed plantings due to the minimum allowed size of the tree wells. He stated that it will allow for the planting of approximately forty-three trees.

**Adjourn:**

With no further business to discuss, Ms. Scully made a motion to adjourn; seconded by Mr. Roulston, motion was approved.

**CITY OF WINCHESTER  
TREE COMMISSION  
STAFF REPORT FOR NOVEMBER 2009  
SUBMITTED JANUARY 28, 2010**

This report is a summary of contractor expenses and an activity listing of trimmings, plantings, removals and stump grindings for the month of November 2009.

**EXPENSES REPORT  
(Billings for November 2009)**

<b>CONTRACTOR TRIMMINGS:</b>	<b>CONTRACTOR PLANTINGS:</b>	<b>CONTRACTOR REMOVALS:</b>	<b>TOTAL:</b>
<b>\$0</b>	<b>\$0</b>	<b>\$ 2,450.00</b>	<b>\$ 2,450.00</b>

**ACTIVITY REPORT**

<b>TRIMMING:</b>	<b>PLANTINGS:</b>	<b>REMOVALS:</b>	<b>STUMP GRINDING:</b>
504 Courtfield Ave.	Islands on Cameron St. x6	137 Amherst St.	127 N. Cameron St.
628 Butler Ave.		138 Amherst St.	
525 W. Clifford St.		Corner of Amherst/Braddock St.	
15 N. Cameron St.		Across from 116 Wolfe St.	
302 Parkway St. x2		Across from 1305 S. Loudoun St.	
1436 Kent Cir.		Behind 712 Woodland Ave.	
244 Parkway St.		628 Butler Ave.	
4 S. Washington St.		127 N. Cameron St. (split pear tree)	
345 Shawnee Ave.		E. Piccadilly St. beside train station (hit by truck).	
715 S. Washington St.		Corner of Washington/Germain St.	
800 S. Washington St.			
601 S. Cameron St. x3			
15 trees	6 trees	10 trees	1 stumps

**CITY OF WINCHESTER  
TREE COMMISSION  
STAFF REPORT FOR DECEMBER 2009  
SUBMITTED JANUARY 28, 2010**

This report is a summary of contractor expenses and an activity listing of trimmings, plantings, removals and stump grindings for the month of December 2009.

**EXPENSES REPORT  
(Billings for December 2009)**

<b>CONTRACTOR TRIMMINGS:</b>	<b>CONTRACTOR PLANTINGS:</b>	<b>CONTRACTOR REMOVALS:</b>	<b>TOTAL:</b>
<b>\$ 3,277.50</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 3,277.50</b>

**ACTIVITY REPORT**

<b>TRIMMING:</b>	<b>PLANTINGS:</b>	<b>REMOVALS:</b>	<b>STUMP GRINDING:</b>
542 Whitacre Ave.		Jubal Early Dr. near Bridge (hit by car)	
Southern States at light x2			
Across fro 301 E. Cork St.			
Commercial St. by NAPA store			
Across from 1632 Valley Ave.			
3017 Saratoga Dr. x2			
3021 Saratoga Dr. x2			
Corner Millwood/Jubal Early Dr.			
Corner of Boscawen/Stewart St. x3			
1629 Valley Ave.			
633 Fairview Ave.			
100 Fox Dr.			
17 trees	0 trees	1 trees	0 stumps